



*'A happy and holy place of learning  
and the centre of a thriving community'*

St Benet's RC Primary School  
St Benet's Way  
Ouston  
Chester-le-Street  
Durham  
DH2 1QX

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Telephone: 0191 4105857

Head teacher: Mrs C Young

Acting Deputy Head Teacher: Mr J Quinn

## **Lunchtime Supervisory Assistant** **Job Description**

Grade 1 Point 11

Term time only – 7.5 hours per week

**The Governing Body of St Benet's wish to appoint a Lunchtime Supervisor to supervise primary pupils over the midday break period.**

**We require a committed and dedicated person to join our staff.**

### **Job Purposes**

To be responsible for the care and supervision of the children before and after meals, covering the full interval between the close of the session preceding the meal and the re-opening of the session after the meal, in accordance with the council's policies and procedures.

### **Main Duties**

- Supervise the washing of hands of pupils
- Supervise entry/exit into/from the dining hall by the pupils
- Assist pupils during the meal service
- Ensure pupils maintain high standards of behaviour, in line with the school's behaviour and reward policy; rewarding where applicable and reporting any cases of misbehaviour as appropriate
- Clear up all spillages during mealtime promptly
- Assist in wiping up tables, chairs when necessary at end of the meal
- Initiate games and activities where appropriate, whilst maintaining broad supervision
- Supervise children in classrooms during inclement weather
- Engage pupils in safe, enjoyable, and creative activities outside, in all weathers
- Maintain accurate and relevant incident/accident records
- To attend any training courses relevant to the post, ensuring continuing, personal and professional development
- Role requires working with a team
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude
- Provide pastoral care and first aid to support sick and injured children taking appropriate action as necessary ensuring school staff are fully informed of incidents and accidents
- The Post holder may undertake any other duties that are commensurate with the pos

